

Town of Garrett Park
FY 2019 Midyear Capital and Operating Budgets Amendment

Ordinance No.: 2019-7
Introduced: February 11, 2019
Proposed for Adoption: March 11, 2019
Effective Date: March 11, 2019

AN ORDINANCE TO AMEND THE FY 2019 CAPITAL AND OPERATING BUDGETS.

Whereas, the Garrett Park Town Council adopted the Fiscal Year 2019 Capital and Operating Budgets on March 12, 2018 and

Whereas, the Fiscal Year 2018 carryover, as well as the net of the revenues and expenditures during the first six months of Fiscal Year 2019 have made additional resources available; and

Whereas, the Council has considered the fund availability in light of its policy priorities; and

Whereas, the Council recognizes the importance of maintaining budget control while retaining flexibility to meet the needs of the Town;

Now therefore be it ordained and ordered, that the Garrett Park Town Council adopts the attached amendment as the newly approved Fiscal Year 2019 Capital and Operating Budgets; and

Be it finally ordained and ordered, that all of the provisions of the Fiscal Year 2019 Capital and Operating Budgets Ordinance adopted on March 12, 2018 continue in effect.

Attest:

I hereby attest that the above Ordinance was duly adopted by the Town Council
on the 11th day of March 2019, by a vote of 3 in favor and 5 in opposition.



Andrea Fox

Andrea Fox, Town Manager
Town of Garrett Park

Kacky Chantry

Kacky Chantry, Mayor
Town of Garrett Park

Date: 3/25/2019

TOWN OF GARRETT PARK

FY19 Mid-Year Budget Adjustment

REVENUES	FY 2018	FY 2019				NOTES
	EOY ACTUAL	BUDGET	ACTUALS	PROPOSED CHANGE	PROPOSED BUDGET	
		Sep-18	Feb-19	Mar-19	Mar-19	
1.0 Prior Year Carryover	\$157,862	\$100,000	\$192,492	\$92,492	\$192,492	Reflects prior EOY carryover
<u>Town Receipts</u>						
2.0 - Taxes & Fees	\$1,033,284	\$836,000	\$852,693		\$858,128	
2.1 - Local Property Taxes	\$570,968	\$520,000	\$541,609	\$22,128	\$542,128	Reflects Feb 2019 actuals
2.1.1 - Real Property Taxes	\$554,728	\$505,000	\$526,583	\$21,583	\$526,583	Reflects Feb 2019 actuals
2.1.2 - Personal Property Taxes	\$15,017	\$13,500	\$13,942	\$442	\$13,942	Reflects Feb 2019 actuals
2.1.3 - Penalties & Interest	\$1,219	\$1,000	\$480		\$1,000	
2.1.4 - Homestead Tax Credit	\$4	\$500	\$603	\$103	\$603	Reflects Feb 2019 actuals
2.2 - Local Income Taxes	\$445,901	\$300,000	\$299,849		\$300,000	
2.3 - Other Local Taxes	\$0	\$0	\$0		\$0	
2.4 - Licenses and Permits	\$16,415	\$16,000	\$11,235		\$16,000	
3.0 - Intergovernmental Receipts	\$132,985	\$113,500	\$96,530		\$115,966	
3.1 - From State of Maryland	\$32,973	\$33,500	\$32,996	\$2,466	\$35,966	Highway User Rev. - Jan adjust.
3.2 - From Montgomery County	\$100,012	\$80,000	\$63,534		\$80,000	
4.0 - Municipal Refuse Collection	\$120,626	\$119,000	\$117,702		\$119,000	
5.0 - Miscellaneous Receipts	\$163,342	\$170,296	\$125,176		\$176,305	
5.1 - Investment Earnings	\$3,042	\$2,000	\$8,008	\$6,008	\$8,008	Reflects Feb 2019 actuals
5.2 - Rents and Concessions	\$155,638	\$163,500	\$109,502		\$163,501	
5.2.1 - Town Hall Rents	\$21,080	\$25,000	\$16,324		\$25,000	
5.2.2 - Penn Place Rents	\$130,466	\$134,000	\$88,678		\$134,000	
5.2.3 - Swimming Pool Assoc.	\$4,092	\$4,500	\$4,501	\$1	\$4,501	Reflects Feb 2019 actuals
5.3 - Restricted Contributions	\$4,065	\$3,796	\$3,796		\$3,796	
5.3.1 - Archives Donations	\$0	\$0	\$0		\$0	
5.3.2 - Bench Donations	\$1,295	\$861	\$861		\$861	
5.3.3 - Tree Donations	\$0	\$0	\$0		\$0	
5.3.4 - Gifts to Sanitation Crew	\$2,770	\$2,935	\$2,935		\$2,935	
5.4 - Other Receipts	\$597	\$1,000	\$3,870		\$1,000	
Total Town Receipts:	\$1,450,237	\$1,238,796	\$1,192,101	\$30,603	\$1,269,399	
Carryover + Receipts	\$1,608,099	\$1,338,796	\$1,384,593	\$123,095	\$1,461,891	
6.0 - From Reserves - non-add	\$3,643	\$3,796	\$3,796		\$3,796	
SUBTOTAL	\$1,608,099	\$1,338,796	\$1,384,593	\$123,095	\$1,461,891	
Financial Assistance						
7.0 - SRTS Project		\$438,000	\$482,782	\$44,782	\$482,782	
7.1 - SRTS SHA Grant Mod1*		\$350,000	\$350,000		\$350,000	
7.2 - SRTS SHA Grant Mod 2*		\$88,000	\$132,782	\$44,782	\$132,782	Intro In Jan 2019 Town Council
Total Revenues: *	\$1,608,099	\$1,776,796	\$1,867,375	\$167,877	\$1,944,673	

* Includes Receipt Carryover, Reserves & Grants

TOWN OF GARRETT PARK		FY19 Mid-Year Budget Adjustment				
OPERATIONS	FY 2018	FY 2019				NOTES
	EOY ACTUAL	BUDGET	ACTUALS	PROPOSED CHANGE	PROPOSED BUDGET	
		Sep-18	Feb-19	Mar-19	Mar-19	
10.0 - Personnel	\$388,347	\$478,300	\$295,001		\$491,747	
10.1 - Salaries	\$292,261	\$360,000	\$216,641		\$360,000	
10.2 - Overtime	\$8,471	\$15,000	\$10,102	\$152	\$15,152	Annualized adjustment
10.3 - Benefits	\$64,612	\$75,000	\$50,913	\$12,045	\$87,045	Includes 1 new Town staff & prorated benefits
10.4 - Payroll Taxes, Etc.	\$23,003	\$28,300	\$17,346		\$28,300	
10.5 - Training	\$0	\$0	\$0	\$1,250	\$1,250	\$250 per staff (5) for remainder of FY19
11.0 - Town Administration	\$98,230	\$120,700	\$107,069		\$148,214	
11.2 - Gen. Admin. Expenses	\$34,572	\$45,000	\$23,944		\$46,130	
11.2.1 - General Expenses	\$22,079	\$32,000	\$17,814		\$32,000	
11.2.2 - Contract Office Assistant	\$12,493	\$13,000	\$6,130	\$1,130	\$14,130	Adjust. for \$25.00/hr/40hrs/payperiod for 8pp
11.2.3 - Contract Field Assistance	\$0	\$0	\$0		\$0	
11.2.4 - Web Master	\$0	\$0	\$0		\$0	
11.3 - Elected and Appointed Officials	\$7,553	\$6,000	\$961		\$6,000	
11.4 - Professional Fees	\$41,714	\$53,000	\$67,592	\$25,000	\$78,000	Additional expenses previously discussed
11.5 - Insurance	\$6,861	\$7,000	\$6,586		\$7,000	
11.6 - External Organization	\$3,117	\$4,000	\$3,252	\$1,000	\$5,000	Town staff prof. membership dues
11.7 - Town Admin. - Other	\$4,413	\$5,700	\$4,734		\$6,084	
11.7.1 - Neighbors Helping Neighbors	\$262	\$600	\$0		\$600	
11.7.2 - Web Hosting	\$3,885	\$4,100	\$4,484	\$384	\$4,484	Based on actuals, invoiced annually
11.7.3 - Other	\$266	\$1,000	\$250		\$1,000	
12.0 - Town Committees	\$18,212	\$18,900	\$9,794		\$26,900	
12.1 - Arboretum	\$3,304	\$3,000	\$1,290	\$2,000	\$5,000	Council added another \$2000
12.2 - Archives	\$14,908	\$15,900	\$8,504	\$6,000	\$21,900	<-Add. labor for govt records work, increased hrly rate (\$26), \$1000 for supplies - state cert & ongoing, online access (\$75/yr)
13.0 - Infrastructure and Equipment	\$139,059	\$137,000	\$85,805		\$139,000	
13.1 - Penn Place	\$65,366	\$75,000	\$47,974		\$75,000	
13.2 - Town Hall	\$14,895	\$10,000	\$8,108	\$2,000	\$12,000	Town Hall AV
13.3 - Maintenance Facility	\$20	\$1,000	\$172		\$1,000	
13.4 - Community Center	\$2,939	\$1,000	\$542		\$1,000	
13.5 - Trees, Parks & Grounds	\$42,554	\$40,000	\$21,442		\$40,000	
13.6 - Equipment M&R	\$13,285	\$10,000	\$7,568		\$10,000	
13.7 - Stormwater Drainage	\$0	\$0	\$0		\$0	
14.0 - Town Services	\$180,844	\$184,000	\$123,538		\$184,000	
14.1 - Street Cleaning and Maintenance	\$59,536	\$65,000	\$41,619		\$65,000	
14.2 - Trash Collection	\$121,308	\$119,000	\$81,918		\$119,000	
15.0 - Debt Service, Taxes, Interest	\$62,358	\$62,100	\$5,435		\$62,100	
16.0 - Expenditure of Restricted Funds	\$4,065	\$3,796	\$3,796		\$3,796	
16.1 - Archives	\$0	\$0	\$0		\$0	
16.2 - Benches	\$1,295	\$861	\$861		\$861	
16.3 - Trees	\$0	\$0	\$0		\$0	
16.4 - Sanitation Crew Gifts	\$2,770	\$2,935	\$2,935		\$2,935	
17.0 - Contingency	\$0	\$40,000	\$0	\$72,134	\$112,134	Reflects balanced budget--Allocates net difference of surplus
Total Operating Expenses:	\$891,115	\$1,044,796	\$630,437	\$123,095	\$1,167,891	
Net Difference from Revenue:	\$716,984	\$294,000	\$754,156	\$0	\$294,000	
Transfers						
20.0 - Total to Capital Fund Accts	\$524,492	\$732,000	\$776,782	\$0	\$776,782	
20.1 - Cap Acct Town Funds	\$524,492	\$294,000	\$294,000		\$294,000	
20.1.1 - Town Accts		\$254,000	\$254,000		\$254,000	
20.1.2 - SRTS Town Share		\$40,000	\$40,000		\$40,000	
20.2 - Cap Acct Fin Asslet		\$438,000	\$482,782		\$482,782	
20.2.1 - SRTS SHA Grant Mod 1		\$350,000	\$350,000		\$350,000	
20.2.2 - SRTS SHA Grant Mod 2		\$88,000	\$132,782	\$44,782	\$132,782	Adopted Feb 2019 Town Council
21.0 - To Operating Reserve -non-add	\$4,065	\$2,935	\$2,935		\$2,935	
21.1 - To Other Reserves	\$4,065	\$2,935	\$2,935		\$2,935	
Total Operating Expenses:	\$1,415,607	\$1,776,796	\$1,407,219	\$167,877	\$1,944,673	
Net Difference (Rev-Ops)	\$192,492	\$0	\$460,156	\$0	\$0	\$0
Estimated FY20 Carryover - non-add					\$72,134	non-add from 17.0 Contingency

TOWN OF GARRETT PARK FY19 Mid-Year Budget Adjustment						
CAPITAL BUDGET ACCOUNTS	Approved Capital Budget	Actual Expenditures	Proposed Mid-Year Change	Proposed FY 2019 Capital Budget	Available Capital Funds	NOTES
CAPITAL ACCOUNT - Town Funds	Sep-18	Feb-19	Mar-19	Mar-19	Mar-19	
25.0 - Equipment	\$83,648	\$37,998		\$83,648	\$45,650	
26.0 - Streets and Roads	\$389,726	\$13,399		\$409,726	\$396,327	
26.1 - Streets & Curbs	\$157,195	\$10,207	\$80,000	\$237,195	\$226,988	Adopted Feb 2019 Town Council
26.2 - Sidewalks	\$192,531	\$3,191	-\$80,000	\$132,531	\$129,340	Adopted Feb 2019 Town Council
26.3 - SRTS Project	\$40,000	\$0		\$40,000	\$40,000	
26.3.1 - SRTS Town Share	\$22,000	\$0		\$22,000	\$22,000	Renamed line
26.3.2 - Reserve	\$18,000	\$0		\$18,000	\$18,000	
27.0 - Facilities	\$196,472	\$13,590		\$206,472	\$192,882	
27.1 - Penn Place	\$63,765	\$0		\$63,765	\$63,765	
27.2 - Town Hall	\$116,450	\$13,590		\$116,450	\$102,860	Roof
27.3 - Other - Maintenance	\$16,257	\$0	\$10,000	\$26,257	\$26,257	Penn Place shop roof & shed. Council increased another \$1900 for exigencies
28.0 - Services	\$255,824	\$0		\$235,824	\$235,824	
28.1 - Utilities	\$39,000	\$0		\$39,000	\$39,000	
28.2 - Storm Drains	\$216,824	\$0	-\$20,000	\$196,824	\$196,824	Adopted Feb 2019 Town Council
29.0 - Committees	\$158,144	\$16,616		\$156,244	\$139,628	
29.1 - Parks and Open Spaces	\$45,800	\$0	-\$1,900	\$43,900	\$43,900	Transfer to Other-Maintenance
29.2 - Arboretum	\$112,344	\$16,616		\$112,344	\$95,728	
30.0 - Technology	\$32,908	\$15,000		\$42,967	\$27,967	
30.1 - Website	\$12,967	\$0		\$12,967	\$12,967	
30.2 - IT Equipment	\$15,941	\$15,000	\$10,059	\$26,000	\$11,000	<- Rename from Comp Eqt. Adjustments for new HW/SW for Town Manager & Town Office
30.3 - Telephone Equipment	\$4,000	\$0		\$4,000	\$4,000	
31.0 - Other	\$40,000	\$0	-\$30,000	\$10,000	\$10,000	<-For contingency, IT, and Other-Maintenance
32.0 - Capital Planning	\$204,099	\$40,361		\$200,940	\$160,579	
32.1 - Town Hall	\$40,000	\$0		\$40,000	\$40,000	
32.2 - Storm Water Management	\$85,000	\$2,461		\$85,000	\$82,539	
32.3 - Sidewalk Planning	\$10,000	\$0		\$10,000	\$10,000	
32.4 - Development of Tree Plan	\$50,000	\$37,900		\$50,000	\$12,100	
32.5 - Explore Maint. Facilities Options	\$5,000	\$0		\$5,000	\$5,000	
32.6 - Other	\$14,099	\$0	-\$3,159	\$10,940	\$10,940	Transfer to Other-Maintenance
33.0 - Contingency	\$25,000	\$0	\$15,000	\$40,000	\$40,000	Make contingency whole
TOTAL CAPITAL ACCOUNT-Town Funds	\$1,385,821	\$136,964	\$0	\$1,385,821	\$1,248,857	
CAPITAL ACCOUNT - Financial Assistance						
34.0 SRTS Grant Project	\$830,153	\$2,789	\$44,782	\$874,935	\$872,146	
34.1 Initial SRTS Grant (prior year)	\$392,153	\$2,789		\$392,153	\$389,364	
34.2 SRTS SHA Grant Mod 1	\$350,000	\$0		\$350,000	\$350,000	
34.3 SRTS SHA Grant Mod 2	\$88,000	\$0	\$44,782	\$132,782	\$132,782	Adopted Feb 2019 Town Council
TOTAL CAPITAL BUDGET - Combined Accts	\$2,215,974	\$139,753	\$44,782	\$2,260,756	\$2,121,003	

